

17—2.5 (231) Organizational units of the department. The department's activities are performed by employees within the office of the director and three divisions. Grants will be managed by the appropriate division, dependent upon the source and intended use of funds.

2.5(1) *Office of the director.* The office of the director may be comprised of the director, the assistant director, the state long-term care ombudsman, the policy coordinator, the public information officer, and other personnel. This office is responsible for the overall planning, policy, management and operations of the department.

2.5(2) *Division of programs and administration.* The responsibilities of the division of programs and administration include the development and operation of home- and community-based programs, development of program and operational budgets, and accounting and administrative control of appropriation expenditures.

2.5(3) *Division of policy and planning.* The responsibilities of the division of policy and planning include providing leadership and direction for the integration of policy development and ensuring that policies are consistent with department goals and results.

2.5(4) *Division of elder rights.* The responsibilities of the division of elder rights include development, administration, and operation of the program and budget for the office of the state long-term care ombudsman and other programs impacting elder rights.

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